

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
January 16, 2018
McHenry, Maryland 21550

A. COMMUNICATION ITEMS

- 1. Call to Order and Attendance:** Chair Bell called the meeting to order at 5:32 p.m. Other board members in attendance included: Mr. Don Morin-Vice-Chair, Ms. Madeleine Collins (via phone), Dr. Brenda McCartney, Mr. Jason Rush, and Ms. Linda Sherbin. Board Member absent included: Mr. Duane Yoder. College administrative staff members present included: Dr. Richard Midcap-President, Ms. Janis Bush, Mr. Randall Bittinger, Ms. Cherie Krug, Mr. Mike Tumbarello, Ms. Julie Yoder, and Dr. Qing Yuan. Mr. James Allen was absent. Guests present included: Ms. Christa Bowser and Ms. Carolyn Deniker – Faculty Senate Co-chairs and Mr. Steve Putnam, Director of the CARC.
- 2. Communication from the Public:** None at this time.
- 3. Faculty Senate, Staff Senate, and SGA Updates:** Ms. Bowser reported that the faculty returned to campus today to prepare for the upcoming spring semester. They met most of the day to review and finalize revisions to the College Catalog and year-long schedule.
- 4. Approval/Changes to the Agenda:** On a motion by Trustee McCartney and seconded by Vice-Chair Morin, the agenda was approved as distributed (Vote=6-0-0).
- 5. CONSENT AGENDA:** On a motion by Trustee Collins, seconded by Trustee McCartney, the board unanimously approved the consent agenda as follows (Vote=6-0-0):
 - a. Approval of the minutes from the November 21, 2017 Regular Meeting
 - b. GC Library Donation of Books
- 6. Report of the Chair of the Board**
 - a. Upcoming Events:** Chair Bell highlighted the following upcoming events for board members: MACC Trustee Leadership Conference and Legislative Reception on January 22nd from 12-8 p.m. at the Calvert House in Annapolis, and the first day of spring classes on January 23rd.
- 7. Report of Board Members:** None at this time.
- 8. Report of the President of the College:** Dr. Midcap reported that he had some additions to the previously distributed President's Report. He

then passed out copies of the report from the STEM Launch Committee to board members and summarized. He also noted that a Robotics event will be held on January 27th at Northern High School and the College will have a table set-up with general college information and information related to our STEM program and building renovation.

a. Garrett College Financial Reports: There were no questions about the previously submitted reports.

b. College Administrative Reports: There were no additional updates or questions about the previously submitted reports.

B. DISCUSSION ITEMS/ACTION ITEMS:

- 1. Community Aquatic & Recreation Complex (CARC) Presentation:** Mr. Steve Putnam, Director of CARC, displayed a PowerPoint presentation that included a breakdown of operating costs, revenue, and hosted events for the CARC. The slides were previously distributed to board members in advance of the meeting to review. Mr. Putnam summarized that the CARC facility not only provides a service to the college as a whole, but also to the overall surrounding community and visitors to the county.
- 2. FY2018 Budget:** Dr. Midcap summarized the current budget and discussed revenue gaps, areas that have been cut, and additional areas being reviewed for possible cuts. He further noted that any cuts that are made in the current budget year will be carried forward to next year. The FY2019 college budget request to the County Commissioners is due by February 23rd. Information will be provided to board members to review and discuss during the February 20th board meeting.
- 3. January All-College Forum:** Dr. Midcap summarized the agenda for the upcoming All-College Forum. Additional information can be found in the previously distributed President's Report to the Board.
- 4. Residence Hall Issues Committee – Findings:** Dr. Midcap reported that the Residence Hall Committee has submitted a report, which includes 46 recommendations to address academic preparedness, student success, student conduct, and residence hall facilities issues. An electronic version of this report was sent to board members for review. Dr. Midcap will update the board on next steps as they are finalized.
- 5. Sick Leave Regulation for Maryland House Bill 1:** The Maryland Legislature passed a bill during the last session providing paid time off to part-time employees. The Governor vetoed the bill but the bill passed the House and the Senate by margins that could override a veto. The Secretary of Labor, Licensing, and Regulation is to provide regulations, but no regulations have been provided to date. This proposed regulation is

designed to be temporary since if the Maryland House and Senate override the Governor's veto, House Bill 1 would be law 30 days after the veto override. It is expected that the law would become effective before any regulations are issued. Garrett College reserves the right to update the Human Resource Manual and notify employees accordingly when the bill becomes law and such regulations are issued. The board will be notified once additional information is available. On a motion by Vice-Chair Morin, seconded by Trustee Rush, the Board unanimously voted to implement the law as it becomes affective per the Governor, Maryland Legislature, and Maryland State Law (Vote=6-0-0).

6. Academic Affairs Reorganization: Board members asked to discuss this proposal in Executive Session. The Board will then reconvene the Open Session Meeting to record the final decision and vote on the reorganization proposal.

C. EXECUTIVE SESSION: On a motion by Trustee Rush, seconded by Vice-Chair Morin, the Board unanimously recessed the Open Session Meeting at 6:56 p.m. for the purpose of convening an executive session to discuss the following matters (*see also the attached Exclusionary Basis for Closing a Meeting Sheet*) and related exceptions covered under the Maryland Open Meetings Act (Vote=6-0-0).

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| 1. | Academic Affairs Reorganization – (1) |
| 2. | President's Contract – (1) |

D. ADJOURNMENT: On a motion by Vice-Chair Morin, seconded by Trustee Rush, the Board reconvened the Open Session Meeting at 7:37 p.m. (Vote=6-0-0).

The Board then approved the Academic Affairs Reorganization as proposed and previously distributed: The position of Vice President for Instruction and Student Services is eliminated, Dr. Qing Yuan will be designated as the college's permanent chief academic officer/Dean of Academic Affairs, and the position of Associate Dean for Academic Affairs has been created and a search will be conducted for this position which will report directly to Dr. Yuan. On a motion by Trustee Sherbin, seconded by Trustee Rush, the Board unanimously approved the Academic Affairs permanent reorganization as previously distributed and described above (Vote=6-0-0).

On a motion by Trustee Rush, seconded by Trustee McCartney, the Board unanimously adjourned the Open Session Meeting at 7:39 p.m. (Vote=6-0-0).

Summary of the January 16, 2018 Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, January 16, 2018 in the College's Board Room. The purpose of the session was to discuss

confidential matters related to the Academic Affairs Reorganization and the President's Contract. Each board member voted to close the session pursuant to the Maryland State General Provisions Article §3-305(b). Six board members were in attendance for this closed session (*see the "roll call" section of the minutes*). Dr. Richard Midcap, President was also present for this session.

Respectfully submitted by:

Richard Midcap, Ed.D.
President, Garrett College
Secretary/Treasurer, GC Board of Trustees

Vianne Bell
Chair
Garrett College Board of Trustees

EXCLUSIONARY BASIS FOR CLOSING A MEETING: The Board of Trustees of Garrett College adheres to the Open Meetings Act of the State of Maryland. The topics discussed and the exclusions permitting the Board to meet in closed session are stated below: **Date:** January 16, 2018 **Time:** 6:56 p.m.

Location: Garrett College, Rm #127 **Motion By:** Trustee Rush **Seconded By:** Vice-Chair Morin

Vote to Close Session:

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT	TOTALS
Vianne Bell, Chair	√				
Don Morin, Vice-Chair	√				
Madeleine Collins	√				
Ms. Brenda McCartney	√				
Mr. Jason Rush	√				
Linda Sherbin	√				
Duane Yoder				√	

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article §3-305(b) (formerly State Government Article, §10-5089A)); MD Code; Title10-Open Meetings Act - CHECK ALL THAT APPLY:

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) To consider the investment of public funds.
- (6) To consider the marketing of public securities;
- (7) To consult with counsel to obtain legal advice on a legal matter;
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
- (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

- Academic Affairs Reorganization (1)	
- President's Contract (1)	

This statement is made by Ms. Vianne Bell, Chair, Garrett College Board of Trustees

Signature of Presiding Officer: (See signed form on file in the President's Office)